

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

SENIOR POLICY ANALYST

Role Title: Policy and Planning Specialist II

Position #: 01070

Pay Band 5, Level II - Hiring Range: \$42,614 - \$70,000

Closing Date: June 19, 2017

This is your opportunity to join the Complex Care Services team. This position is responsible for developing Medicaid provider manuals, policies, procedures, and regulations affecting Medicaid funded Long-Term Services and Supports (LTSS). Incumbent develops home and community based services waiver applications and renewals for all waivers; develops extensive reports for federal and state entities; and, serves as a resource for policy research and analysis. The ideal candidate must have comprehensive knowledge of the delivery of health services for the provision of LTSS in the Commonwealth. Position requires considerable knowledge and experience in policy analysis and legislative analysis. Candidate must have professional level background in long-term services and supports including delivery systems and/or health care services. Must have demonstrated ability to work on multiple complex projects simultaneously with knowledge of principles used in project management. Requires proven ability to create and maintain positive working relationships serving as a liaison with internal and external management and staff. Must be proficient using personal computers including spreadsheet and presentation software applications. Must have demonstrated ability to communicate effectively orally and in writing including the development of accurate and comprehensive reports. Medicaid knowledge preferred. Bachelor's degree from an accredited college or university in health, public administration or related field preferred; advanced degree strongly preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA